

# PHA Plans

5 Year Plan for Fiscal Years 2003 - 2007  
Annual Plan for Fiscal Year 2003

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN  
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

## **PHA Plan Agency Identification**

**PHA Name:** Township of Franklin Housing Authority

**PHA Number:** NJ 042

**PHA Fiscal Year Beginning: (mm/yyyy)** 10/01/2003

### **Public Access to Information**

**Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)**

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

### **Display Locations For PHA Plans and Supporting Documents**

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2003 - 2007**  
[24 CFR Part 903.5]

**A. Mission**

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- ☒ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- ☐ The PHA's mission is: (state mission here)

**B. Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

**HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.**

- ☒ PHA Goal: Expand the supply of assisted housing  
Objectives:
- ☒ Apply for additional rental vouchers: **35**
  - ☒ Reduce public housing vacancies: **Maintain at zero**
  - ☒ Leverage private or other public funds to create additional housing opportunities: **Dollar for dollar**
  - ☐ Acquire or build units or developments
  - ☐ Other (list below)
- ☒ PHA Goal: Improve the quality of assisted housing  
Objectives:
- ☒ Improve public housing management: (PHAS score) **To 100%**
  - ☒ Improve voucher management: (SEMAP score) **To 100%**
  - ☒ Increase customer satisfaction: **Maintain at 95-100%**
  - ☒ Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections):

- ☒ Renovate or modernize public housing units:  
**100% of units in need of same**
- ☐ Demolish or dispose of obsolete public housing:
- ☐ Provide replacement public housing:
- ☐ Provide replacement vouchers:
- ☐ Other: (list below)

- ☒ PHA Goal: Increase assisted housing choices  
Objectives:
  - ☒ Provide voucher mobility counseling: **to 100% of participants in need of same**
  - ☒ Conduct outreach efforts to potential voucher landlords
  - ☒ Increase voucher payment standards
  - ☐ Implement voucher homeownership program:
  - ☐ Implement public housing or other homeownership programs:
  - ☐ Implement public housing site-based waiting lists:
  - ☐ Convert public housing to vouchers:
  - ☐ Other: (list below)

#### **HUD Strategic Goal: Improve community quality of life and economic vitality**

- ☒ PHA Goal: Provide an improved living environment  
Objectives:
  - ☒ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
  - ☐ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - ☒ Implement public housing security improvements: **as needed**
  - ☐ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
  - ☐ Other: (list below)

#### **HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**

- ☒ PHA Goal: Promote self-sufficiency and asset development of assisted households  
Objectives:
  - ☒ Increase the number and percentage of employed persons in assisted families: **By 100%**
  - ☒ Provide or attract supportive services to improve assistance recipients' employability: **By 100%**

- ☒ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- ☐ Other: (list below)

**HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans**

- ☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing Objectives:
  - ☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability: **Maintain at 100%**
  - ☒ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability: **Maintain at 100%**
  - ☒ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: **Maintain at 100%**
  - ☐ Other: (list below)

**Other PHA Goals and Objectives: (list below)**

**Annual PHA Plan**  
**PHA Fiscal Year 2003**  
[24 CFR Part 903.7]

**i. Annual Plan Type**

Select which type of Annual Plan the PHA will submit.

☐ **Standard Plan**

**Streamlined Plan:**

- ☒ **High Performing PHA**  
☒ **Small Agency (<250 Public Housing Units)**  
☐ **Administering Section 8 Only**

**The Franklin Housing Authority, with only 100 public housing units and 35 Section 8 vouchers, qualifies for submission of the “Small PHA Plan Update” and shall complete same by utilizing the current PHA Plan template, pursuant to Notice PIH 2000-43. Note also that the Authority’s most recent PHAS score was 94 (“High Performer” status).**

☐ **Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

***See Attachment A***

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

**Table of Contents**

	<u>Page #</u>
i. Annual Plan Type .....	1
ii. Executive Summary of the Annual PHA Plan.....	1
iii. Annual Plan Table of Contents .....	1
1. Statement of Housing Needs.....	6
2. Statement of Financial Resources.....	12
3. PHA Policies Governing Eligibility, Selection, and Admissions.....	13
4. PHA Rent Determination Policies .....	22
5. Operations and Management .....	26
6. PHA Grievance Procedures .....	27

7. Capital Improvement Needs .....	28
8. Demolition and Disposition .....	30
9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities .....	31
10. Conversion of Public Housing to Tenant-Based Assistance .....	32
11. Homeownership Programs Administered by the PHA .....	33
12. PHA Community Service and Self-sufficiency Programs .....	35
13. PHA Safety and Crime Prevention Measures .....	38
14. Pet Policy .....	40
15. Civil Rights Certifications .....	40
16. Fiscal Audit.....	40
17. PHA Asset Management.....	40
18. Other Information .....	41
Attachments .....	42
ATTACHMENT A: Executive Summary .....	43
ATTACHMENT B: Deconcentration Policy.....	44
ATTACHMENT C: Capital Fund Program 2003 Annual Statement Parts I, II, and II (including 2002, 2001, and 2000 P&E Reports).....	45
ATTACHMENT D: FY 2003 Capital Fund Program 5 Year Action Plan.....	64
ATTACHMENT E: Resident Advisory Board Recommendations .....	67
ATTACHMENT F: FTHA Organizational Chart .....	68
ATTACHMENT G: Five Year Plan: Progress Statement .....	69
ATTACHMENT H: Summary Of Policy And Program Changes.....	70
ATTACHMENT I: Membership Of Resident Advisory Board.....	71
ATTACHMENT J: Resident Membership On The PHA Governing Board .....	72
ATTACHMENT K: Consistency With Consolidated Plan .....	73
ATTACHMENT L: PHA Criteria For Amendments To Plan.....	74
ATTACHMENT M: Summary of Pet Policy .....	75
ATTACHMENT N: Implementation of Public Housing Resident Community Service Requirement.....	76
ATTACHMENT O: Public Housing Program Drug Elimination .....	77
Resident Survey Follow-Up Plan—Communication Section.....	78
Resident Survey Follow-Up Plan—Safety Section .....	79
Resident Survey Follow-Up Plan—Neighborhood Appearance Section .....	80
MEMORANDUM .....	87

## Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

### Required Attachments:

- ☒ (B) Admissions Policy for Deconcentration
- ☒ (C) FY 2003 Capital Fund Program Annual Statement and P&E Reports for FY 2000, 2001, and 2002

- ☐ (NA) Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- ☐ PHA Management Organizational Chart
- ☒ (D) FY 2003 Capital Fund Program 5 Year Action Plan
- ☐ Public Housing Drug Elimination Program (PHDEP) Plan
- ☒ (E) Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- ☐ Other (List below, providing each attachment name)
- A Executive Summary
- B (see above)
- C (see above)
- D (see above)
- E (see above)
- F Organization Chart
- G Five Year Plan: Progress Statement
- H Summary of Policy and Program Changes
- I Membership of the Resident Advisory Board
- J Resident Membership on the PHA Governing Board
- K Consistency with Consolidated Plan
- L PHA Criteria for Amendments to Plan
- M Summary of Pet Policies
- N Implementation of Public Housing Resident Community Service Requirement
- O Public Housing Drug Elimination Program Memorandum
- Follow-up Plans

### Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with	5 Year and Annual Plans



<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
	The HUD-approved Capital Fund/Comprehensive Grant	Annual Plan: Capital Needs

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	Program Annual Statement (HUD 52837) for the active grant year	
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
	Pet Policy	Annual Plan: Pet Policy
	Community Service Requirement (incorporated in Admissions and Occupancy Policy)	

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

## A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	497	5	5	4	5	4	3
Income >30% but <=50% of AMI	443	5	5	4	5	4	3
Income >50% but <80% of AMI	316	4	4	4	4	4	3
Elderly	576	4	4	4	4	3	3
Families with Disabilities	Data not available	5	4	4	5	3	3
Race/Ethnicity – White (Non-Hispanic)	842	3	4	4	4	3	3
Race/Ethnicity - Black (Non-Hispanic)	126	4	4	4	4	4	3
Race/Ethnicity – Hispanic	75	4	4	4	4	4	3
Race/Ethnicity - Native American, Asian, & Other	88	3	4	4	4	3	3

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☒ Consolidated Plan of the Jurisdiction/s **1999 – Somerset County Consolidated Plan**
- ☒ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- ☐ American Housing Survey data
- Indicate year:
- ☐ Other housing market study

- Indicate year:
- ☐ Other sources: (list and indicate year of information)

## B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	52		3-4
Extremely low income <=30% AMI	31	60%	
Very low income (>30% but <=50% AMI)	21	40%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	42	81%	
Elderly families	10	19%	
Families with Disabilities	Data not available	--	
Race/ethnicity - White	4	8%	
Race/ethnicity – Black (Non-Hispanic)	34	65%	
Race/ethnicity - Hispanic	10	19%	
Race/ethnicity – Other – Asian Pfc.	4	8%	

Housing Needs of Families on the Waiting List			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	NA		
2 BR	NA		
3 BR	NA		
4 BR	NA		
5 BR	NA		
5+ BR	NA		
<p>Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)?</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p>			

Housing Needs of Families on the Waiting List			
<p>Waiting list type: (select one)</p> <p><input type="checkbox"/> Section 8 tenant-based assistance</p> <p><input checked="" type="checkbox"/> Public Housing</p> <p><input type="checkbox"/> Combined Section 8 and Public Housing</p> <p><input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)</p> <p>If used, identify which development/subjurisdiction:</p>			
	# of families	% of total families	Annual Turnover
Waiting list total	100		5-6
Extremely low income <=30% AMI	63	63%	
Very low income (>30% but <=50% AMI)	21	21%	
Low income (>50% but <80% AMI)	16	16%	
Families with children	53	53%	
Elderly families	40	48%	
Families with Disabilities	7	7%	

Housing Needs of Families on the Waiting List			
Race/ethnicity - White	4	4%	
Race/ethnicity – Black (Non-Hispanic)	92	92%	
Race/ethnicity - Hispanic	4	4%	
Race/ethnicity – Other – Asian Pfc.	0	0%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	46		
2 BR	17		
3 BR	20		
4 BR	12		
5 BR	5		
5+ BR	0		
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? <b>12</b> Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			

### C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

#### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

**Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

Select all that apply

- ☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☒ Reduce turnover time for vacated public housing units

- ☒ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☒ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☒ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☒ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☒ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☐ Other (list below)

**Strategy 2: Increase the number of affordable housing units by:**

Select all that apply

- ☒ Apply for additional section 8 units should they become available
- ☐ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☒ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☐ Other: (list below)

**Need: Specific Family Types: Families at or below 30% of median**

**Strategy 1: Target available assistance to families at or below 30 % of AMI**

Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☐ Employ admissions preferences aimed at families with economic hardships
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

**Need: Specific Family Types: Families at or below 50% of median**

**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

- ☐ Employ admissions preferences aimed at families who are working
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- ☐ Seek designation of public housing for the elderly
- ☒ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☐ Other: (list below)

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☒ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☒ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☒ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☐ Other: (list below)

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

Select if applicable

- ☒ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☐ Other: (list below)



**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- ☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- ☐ Other: (list below)

**Other Housing Needs & Strategies: (list needs and strategies below)****(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
- ☒ Staffing constraints
- ☒ Limited availability of sites for assisted housing
- ☒ Extent to which particular housing needs are met by other organizations in the community
- ☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☒ Influence of the housing market on PHA programs
- ☒ Community priorities regarding housing assistance
- ☒ Results of consultation with local or state government
- ☒ Results of consultation with residents and the Resident Advisory Board
- ☐ Results of consultation with advocacy groups
- ☐ Other: (list below)

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2003 grants)</b>		
a) Public Housing Operating Fund	187,737	
b) Public Housing Capital Fund	164,697	

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,133,150	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
CFP 2002	50,000	Capital Improvements
CF) 2003	100,000	Capital Improvements
<b>3. Public Housing Dwelling Rental Income</b>	421,160	Public Housing Operations
Excess Utilities	8,000	Public Housing Operations
<b>4. Other income (list below)</b>		
Interest Income	3,000	Operations
Laundry Commissions	124,008	Sec. 8 Supp. Serv.
<b>4. Non-federal sources (list below)</b>		
Congregate Housing Program		
Dial-A-Bus		
<b>Total resources</b>	2,191,752	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

**(1) Eligibility**

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☒ When families are within a certain number of being offered a unit: (state number) **one**
- ☐ When families are within a certain time of being offered a unit: (state time)
- ☐ Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☒ Criminal or Drug-related activity
- ☒ Rental history
- ☒ Housekeeping
- ☐ Other (describe)

c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

**(2)Waiting List Organization**

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☒ Community-wide list
- ☐ Sub-jurisdictional lists
- ☐ Site-based waiting lists
- ☐ Other (describe)

b. Where may interested persons apply for admission to public housing?

- ☒ PHA main administrative office
- ☐ PHA development site management office
- ☐ Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?
2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?
3. ☐ Yes ☐ No: May families be on more than one list simultaneously  
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
  - ☐ PHA main administrative office
  - ☐ All PHA development management offices
  - ☐ Management offices at developments with site-based waiting lists
  - ☐ At the development to which they would like to apply
  - ☐ Other (list below)

### **(3) Assignment**

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
  - ☐ One
  - ☒ Two
  - ☐ Three or More
- b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

### **(4) Admissions Preferences**

- a. Income targeting:
  - ☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
- b. Transfer policies:  
In what circumstances will transfers take precedence over new admissions? (list below)
  - ☒ Emergencies
  - ☒ Overhoused

- ☒ Underhoused
- ☒ Medical justification
- ☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)
- ☐ Resident choice: (state circumstances below)
- ☐ Other: (list below)

c. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans’ families
- ☒ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

Date and Time

Former Federal preferences:

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
Victims of domestic violence  
Substandard housing  
Homelessness  
High rent burden

Other preferences (select all that apply)

- ☐ 1 Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☒ 1 Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
- ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

### **(5) Occupancy**

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease
- ☒ The PHA's Admissions and (Continued) Occupancy policy
- ☒ PHA briefing seminars or written materials
- ☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☒ At an annual reexamination and lease renewal
- ☒ Any time family composition changes
- ☐ At family request for revision
- ☐ Other (list)

### **(6) Deconcentration and Income Mixing**

a. ☒ Yes ☐ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the

need for measures to promote deconcentration of poverty or income mixing?

- b. ☐ Yes ☒ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- ☐ Adoption of site-based waiting lists  
If selected, list targeted developments below:
- ☐ Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
- ☐ Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
- ☐ Other (list policies and developments targeted below)

- d. ☐ Yes ☒ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- ☐ Additional affirmative marketing
- ☐ Actions to improve the marketability of certain developments
- ☐ Adoption or adjustment of ceiling rents for certain developments
- ☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- ☐ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- ☐ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- ☐ Not applicable: results of analysis did not indicate a need for such efforts
- ☒ List (any applicable) developments below:
- Parkside Village (NJ42-1)**
- Parkside Senior Site (NJ42-2)**

## **B. Section 8**

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### **(1) Eligibility**

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- ☒ Criminal or drug-related activity only to the extent required by law or regulation
- ☐ Criminal and drug-related activity, more extensively than required by law or regulation
- ☐ More general screening than criminal and drug-related activity (list factors below)
- ☐ Other (list below)
- b. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- ☒ Criminal or drug-related activity
- ☐ Other (describe below)

### **(2) Waiting List Organization**

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- ☒ None
- ☐ Federal public housing
- ☐ Federal moderate rehabilitation
- ☐ Federal project-based certificate program



☐ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

☒ PHA main administrative office

☐ Other (list below)

### **(3) Search Time**

a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

**Extensions: A family may request an extension of the Voucher time period. All requests for exceptions must be received prior to the expiration date of the Voucher. Extensions are permissible at the discretion of the Authority up to a maximum of 120 days, primarily for these reasons:**

- **Extenuating circumstances such as hospitalization of a family member for an extended period of time which has affected the family's ability to find a unit within the initial sixty-day period. Verification is required.**
- **The Authority is satisfied that the family has made reasonable efforts to locate a unit, including seeking the assistance of the Authority, throughout the initial sixty-day period. A completed search record is required.**
- **The family was prevented from finding a unit due to disability accessibility requirements. The Search Record is part of the required verification.**

**The Authority grants extensions in one or more increments. Unless approved by the Executive Director, no more than two extensions of thirty days or less will be granted. The Authority will not request HUD approval to extend Voucher beyond an additional 60 days.**

### **(4) Admissions Preferences**

a. Income targeting

☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☒ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences

- 3 ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☒ 1 Residents who live and/or work in your jurisdiction

- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☒ Date and time of application
- ☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- ☐ This preference has previously been reviewed and approved by HUD
- ☒ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers
- ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

#### **(5) Special Purpose Section 8 Assistance Programs**      N/A

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- ☐ The Section 8 Administrative Plan
- ☐ Briefing sessions and written materials
- ☐ Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- ☐ Through published notices
- ☐ Other (list below)

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

#### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

### **(1) Income Based Rent Policies**

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

#### a. Use of discretionary policies: (select one)

- ☒ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- ☐ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

#### b. Minimum Rent

##### 1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0  
☐ \$1-\$25  
☒ \$26-\$50

2. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

##### 3. If yes to question 2, list these policies below:

#### c. Rents set at less than 30% than adjusted income

1. ☐ Yes ☒ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

##### 2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

#### d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- ☐ For the earned income of a previously unemployed household member  
☐ For increases in earned income  
☐ Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

☐ Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:

- ☐ For household heads
- ☐ For other family members
- ☐ For transportation expenses
- ☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
- ☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- ☐ Yes for all developments
- ☐ Yes but only for some developments
- ☒ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- ☐ For all developments
- ☐ For all general occupancy developments (not elderly or disabled or elderly only)
- ☐ For specified general occupancy developments
- ☐ For certain parts of developments; e.g., the high-rise portion
- ☐ For certain size units; e.g., larger bedroom sizes
- ☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☐ Market comparability study
- ☐ Fair market rents (FMR)
- ☐ 95<sup>th</sup> percentile rents
- ☐ 75 percent of operating costs
- ☐ 100 percent of operating costs for general occupancy (family) developments
- ☐ Operating costs plus debt service
- ☐ The "rental value" of the unit
- ☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)
- ☐ Never
- ☐ At family option
- ☐ Any time the family experiences an income increase
- ☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- ☒ Other (list below)
- Income decreases are reportable at any time; income increases are reportable at annual re-examination for other than those tenants on flat rents who must report increases every 3 years at re-examination.**

g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

## **(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)
- ☐ The section 8 rent reasonableness study of comparable housing
- ☒ Survey of rents listed in local newspaper
- ☒ Survey of similar unassisted units in the neighborhood
- ☐ Other (list/describe below)

## **B. Section 8 Tenant-Based Assistance**

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### **(1) Payment Standards**

Describe the voucher payment standards and policies.

- a. What is the PHA's payment standard? (select the category that best describes your standard)
- ☐ At or above 90% but below 100% of FMR
- ☒ 100% of FMR
- ☐ Above 100% but at or below 110% of FMR
- ☐ Above 110% of FMR (if HUD approved; describe circumstances below)
- b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)
- c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)
- ☐ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ Reflects market or submarket
- ☐ To increase housing options for families
- ☐ Other (list below)
- d. How often are payment standards reevaluated for adequacy? (select one)
- ☒ Annually
- ☐ Other (list below)
- e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)
- ☒ Success rates of assisted families
- ☒ Rent burdens of assisted families
- ☐ Other (list below)

## **(2) Minimum Rent**

- a. What amount best reflects the PHA's minimum rent? (select one)
- ☐ \$0
- ☐ \$1-\$25
- ☒ \$26-\$50
- b. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

### ***EXEMPT from Small PHA Plan Update***

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.  
(select one)

- ☒ An organization chart showing the PHA's management structure and organization is attached.
- ☐ A brief description of the management structure and organization of the PHA follows:

### **B. HUD Programs Under PHA Management**

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	100	
Section 8 Vouchers	134	
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)	4	
Other Federal Programs(list individually)		

### **C. Management and Maintenance Policies**

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

(2) Section 8 Management: (list below)

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.



### **A. Public Housing**

1. ☐ Yes ☐ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- ☐ PHA main administrative office  
☐ PHA development management offices  
☐ Other (list below)

### **B. Section 8 Tenant-Based Assistance**

1. ☐ Yes ☐ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- ☐ PHA main administrative office  
☐ Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

### **A. Capital Fund Activities**

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

#### **(1) Capital Fund Program Annual Statement**

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

☒ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) *See Attachment C*

-or-

☐ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

## **(2) Optional 5-Year Action Plan**

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. ☒ Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

☒ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) *See Attachment D*

-or-

☐ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

## **B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)**

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

☐ Yes ☒ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)  
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- ☐ Revitalization Plan under development  
☐ Revitalization Plan submitted, pending approval  
☐ Revitalization Plan approved

☐ Activities pursuant to an approved Revitalization Plan underway

☐ Yes ☒ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

☐ Yes ☒ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

☐ Yes ☒ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

If yes, list developments or activities below:

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

### 2. Activity Description

☐ Yes ☐ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

<b>Demolition/Disposition Activity Description</b>
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: ( / / )
5. Number of units affected:
6. Coverage of action (select one)

<input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

**9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities**

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/>

Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

## **10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

### **A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act**

1. ☒ Yes ☐ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

#### 2. Activity Description

- ☐ Yes ☒ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

<b>Conversion of Public Housing Activity Description</b>
1a. Development name: <b>Parkside</b>
1b. Development (project) number: <b>NJ 74-1 and -2</b>
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input checked="" type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)

4. Status of Conversion Plan (select the statement that best describes the current status) **N/A**

- ☐ Conversion Plan in development
- ☐ Conversion Plan submitted to HUD on: (DD/MM/YYYY)
- ☐ Conversion Plan approved by HUD on: (DD/MM/YYYY)
- ☐ Activities pursuant to HUD-approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

- ☐ Units addressed in a pending or approved demolition application (date submitted or approved: \_\_\_\_\_)
- ☐ Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: \_\_\_\_\_)
- ☐ Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: \_\_\_\_\_)
- ☐ Requirements no longer applicable: vacancy rates are less than 10 percent
- ☒ Requirements no longer applicable: site now has less than 300 units
- ☐ Other: (describe below)

**B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937**

**C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937**

**11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☐ Yes ☒ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing**

**PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name:
1b. Development (project) number:
2. Federal Program authority:
<input type="checkbox"/> HOPE I
<input type="checkbox"/> 5(h)
<input type="checkbox"/> Turnkey III
<input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)
<input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program
<input type="checkbox"/> Submitted, pending approval
<input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected:
6. Coverage of action: (select one)
<input type="checkbox"/> Part of the development
<input type="checkbox"/> Total development

**B. Section 8 Tenant Based Assistance**

1. ☐ Yes ☒ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

☐ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☐ 25 or fewer participants
- ☐ 26 - 50 participants
- ☐ 51 to 100 participants
- ☐ more than 100 participants

b. PHA-established eligibility criteria

☐ Yes ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

### **A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

☐ Yes ☒ No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☒ Client referrals
- ☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
- ☐ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- ☐ Jointly administer programs
- ☐ Partner to administer a HUD Welfare-to-Work voucher program
- ☐ Joint administration of other demonstration program
- ☐ Other (describe)

### **B. Services and programs offered to residents and participants**



**(1) General**

**a. Self-Sufficiency Policies**

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☐ Public housing rent determination policies
- ☒ Public housing admissions policies
- ☒ Section 8 admissions policies
- ☐ Preference in admission to section 8 for certain public housing families
- ☐ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☐ Preference/eligibility for public housing homeownership option participation
- ☐ Preference/eligibility for section 8 homeownership option participation
- ☐ Other policies (list below)

**b. Economic and Social self-sufficiency programs**

- ☐ Yes ☒ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

## **(2) Family Self Sufficiency program/s**

### **a. Participation Description**

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2002 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

- b. ☐ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?  
If no, list steps the PHA will take below:

### **C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
  - ☒ Informing residents of new policy on admission and reexamination
  - ☒ Actively notifying residents of new policy at times in addition to admission and reexamination.

- ☐ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- ☐ Establishing a protocol for exchange of information with all appropriate TANF agencies
- ☐ Other: (list below)

**D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937**

### **13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

#### **A. Need for measures to ensure the safety of public housing residents**

1. Describe the need for measures to ensure the safety of public housing residents

(select all that apply)

- ☐ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- ☐ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- ☐ Residents fearful for their safety and/or the safety of their children
- ☐ Observed lower-level crime, vandalism and/or graffiti
- ☐ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- ☐ Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☐ Safety and security survey of residents
- ☐ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☐ Resident reports
- ☐ PHA employee reports
- ☐ Police reports
- ☐ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☐ Other (describe below)

3. Which developments are most affected? (list below)

**B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year**

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- ☒ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- ☐ Crime Prevention Through Environmental Design
- ☒ Activities targeted to at-risk youth, adults, or seniors
- ☒ Volunteer Resident Patrol/Block Watchers Program
- ☐ Other (describe below)

2. Which developments are most affected? (list below)

**C. Coordination between PHA and the police**

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☒ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- ☒ Police provide crime data to housing authority staff for analysis and action
- ☒ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- ☒ Police regularly testify in and otherwise support eviction cases
- ☒ Police regularly meet with the PHA management and residents
- ☐ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ☐ Other activities (list below)

2. Which developments are most affected? (list below)

**D. Additional information as required by PHDEP/PHDEP Plan - NA**

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- ☐ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ☐ Yes ☐ No: Has the PHA included the PHDEP Plan for FY 2002 in this PHA Plan?
- ☐ Yes ☐ No: This PHDEP Plan is an Attachment. (Attachment Filename: )

## **14. Pet Policy**

### **RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☒ Yes ☐ No: Were there any findings as the result of that audit?
4. ☒ Yes ☐ No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? 2
5. ☒ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. ☐ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
  - ☐ Not applicable
  - ☐ Private management
  - ☐ Development-based accounting
  - ☐ Comprehensive stock assessment
  - ☐ Other: (list below)

3. ☐ Yes ☐ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- ☒ Attached at Attachment (File name) *See Attachment E*
- ☐ Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
- ☒ Considered comments, but determined that no changes to the PHA Plan were necessary.
- ☐ The PHA changed portions of the PHA Plan in response to comments  
List changes below:
- ☐ Other: (list below)

### **B. Description of Election process for Residents on the PHA Board**

1. ☒ Yes ☐ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. ☐ Yes ☐ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

### **3. Description of Resident Election Process**

- a. Nomination of candidates for place on the ballot: (select all that apply)
- ☐ Candidates were nominated by resident and assisted family organizations
- ☐ Candidates could be nominated by any adult recipient of PHA assistance
- ☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
- ☐ Other: (describe)
- b. Eligible candidates: (select one)
- ☐ Any recipient of PHA assistance

- ☐ Any head of household receiving PHA assistance
- ☐ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)

c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☐ Other (list):

**C. Statement of Consistency with the Consolidated Plan**

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (provide name here) **Franklin Township Consolidated Municipal Plan**

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)  
*See Attachment K*
- ☐ Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

*See Attachment K.*

**D. Other Information Required by HUD**

Use this section to provide any additional information requested by HUD.

**Attachments**

Use this section to provide any additional attachments referenced in the Plans.

## **ATTACHMENT A: Executive Summary**

### **FRANKLIN HOUSING AUTHORITY AGENCY PLAN EXECUTIVE SUMMARY**

The Franklin Housing Authority has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 under the ensuing HUD requirements.

As indicated, the Authority has adopted the following mission of HUD: To promote adequate and affordable housing, economic opportunity, and a suitable living environment free from discrimination.

The plans, statements, and policies set forth and/or referenced in this Agency Plan all lead toward the accomplishment of the Authority's goals and objectives as outlined under Section B of the 5-Year Plan. The highlights of the major initiatives of the Authority's Agency Plan are as follows:

- ♦ The Authority seeks to implement an outreach program to attract new landlords to participate in the Section 8 program.
- ♦ The Authority seeks to apply for additional rental vouchers in order to provide assistance to more participants.
- ♦ The Authority seeks to maintain public housing vacancies at zero via effective maintenance and management policy.
- ♦ The Authority seeks to renovate/modernize public housing sites.



## **ATTACHMENT B: Deconcentration Policy**

### **DECONCENTRATION POLICY**

It is the Franklin Housing Authority's policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, we will skip families on the waiting lists to reach other families with lower or higher income. We will accomplish this in a uniform and non-discriminating manner.

The Housing Authority will affirmatively market out housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

Prior to the beginning of each fiscal year, we will analyze the income levels of families residing in each of our developments, the income levels of census tracts in which our developments are located, and the income levels of the families on the applicable waiting list(s). Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to be implemented.

### **DECONCENTRATION INCENTIVES**

The Housing Authority may offer one or more incentives to encourage applicant families whose income classification would help to meet deconcentration goals of a particular development.

Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and non-discriminatory manner.

### **(6) Deconcentration and Income Mixing**

- a. ☒ Yes ☐ No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next section.
- b. ☐ Yes ☒ No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

**ATTACHMENT C: Capital Fund Program 2003 Annual Statement Parts I, II, and II (including 2002, 2001, and 2000 P&E Reports)**

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>					
<b>PHA Name: FRANKLIN HOUSING AUTHORITY</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: NJ39P04250103 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2003
<input checked="" type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no:     )</b> <input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	16,000			
3	1408 Management Improvements Soft Costs	20,000			
	Management Improvements Hard Costs				
4	1410 Administration	15,000			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	15,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	5,000			
10	1460 Dwelling Structures	49,727			
11	1465.1 Dwelling Equipment—Nonexpendable	5,000			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	5,000			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>					
PHA Name: FRANKLIN HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: NJ39P04250103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	130,727	0	0	0
	Amount of line XX Related to LBP Activities	0			
	Amount of line XX Related to Section 504 compliance	0			
	Amount of line XX Related to Security –Soft Costs	0			
	Amount of Line XX related to Security-- Hard Costs	0			
	Amount of line XX Related to Energy Conservation Measures	0			
	Collateralization Expenses or Debt Service	0			

**Annual Statement/Performance and Evaluation Report****Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)****Part II: Supporting Pages**

PHA Name: FRANKLIN HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: NJ39P04250103 Replacement Housing Factor Grant No:					Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
PHA-WIDE	OPERATIONS		1406		16,000				
PHA-WIDE	CONSTRUCTION COORDINATOR		1408		15,000				
PHA-WIDE	STAFF & COMMISSIONER TRAINING		1408		5,000				
PHA-WIDE	ADMINISTRATION		1410		15,000				
PHA-WIDE	A/E SERVICES		1430		10,000				
PHA-WIDE	CFP CONSULTANT		1430		5,000				
PHA-WIDE	SITE IMPROVEMENTS		1450		5,000				
PHA-WIDE	APART. TURNOVER		1460		10,000				
NJ42-1	APT. ELECTRICAL UPGRADES		1460		39,727				
PHA-WIDE	RANGES/REFRIGERATORS		1465.1		5,000				
PHA-WIDE	NON-DWELLING EQUIPMENT		1475		5,000				
PHA-WIDE									

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

[illegible]

## **ATTACHMENT C FOR FY 2002**

ATTACHMENT C, CONTINUED

**Progress Report  
Part I: Summary**

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>					
<b>PHA Name: FRANKLIN HOUSING AUTHORITY</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: NJ39P04250102 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> <b>2002</b>
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/31/03 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	16,000	16,000	16,000	16,000
3	1408 Management Improvements Soft Costs	30,000	55,000	41,596	38,708
	Management Improvements Hard Costs				
4	1410 Administration	15,000	15,000	15,000	5,000
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	15,000	15,000	0	0
8	1440 Site Acquisition				
9	1450 Site Improvement	5,000	5,000	0	0
10	1460 Dwelling Structures	73,697	40,697	0	0
11	1465.1 Dwelling Equipment—Nonexpendable	5,000	8,000	4,228	4,228
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	5,000	10,000	7,762	7,762
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				

**Annual Statement/Performance and Evaluation Report****Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

<b>PHA Name: FRANKLIN HOUSING AUTHORITY</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: NJ39P04250102 Replacement Housing Factor Grant No:		<b>Federal FY of Grant:</b> 2002	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/31/03 <input type="checkbox"/> Final Performance and Evaluation Report					
<b>Line No.</b>	<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>		<b>Total Actual Cost</b>	
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	164,697	164,697	84,586	71,698
	Amount of line XX Related to LBP Activities	0			
	Amount of line XX Related to Section 504 compliance	0			
	Amount of line XX Related to Security --Soft Costs	0			
	Amount of Line XX related to Security-- Hard Costs	0			
	Amount of line XX Related to Energy Conservation Measures	0			
	Collateralization Expenses or Debt Service	0			



ATTACHMENT C, CONTINUED

**Annual Statement/Performance and Evaluation Report**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**

**Part II: Supporting Pages**

PHA Name: Franklin Housing Authority		Grant Type and Number Capital Fund Program #: NJ 39P04250102  Capital Fund Program Replacement Housing Factor #:				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-WIDE	OPERATIONS	1406		16,000	16,000	16,000	16,000	Complete
PHA-WIDE	CONSTRUCTION COORDINATOR	1408		25,000	25,000	17,888	15,000	Pending
PHA-WIDE	TRAINING	1408		5,000	5,000	930	930	Complete
PHA-WIDE	ADMINISTRATIVE COSTS	1410		15,000	15,000	15,000	5,000	Pending
PHA-WIDE	A/E	1430		10,000	10,000	0	0	Pending
PHA-WIDE	CONSULTING SERVICES	1430		5,000	5,000	0	0	Pending
PHA-WIDE	SITE WORK	1450		5,000	5,000	0	0	Pending
PHA-WIDE	APT. TURNOVER	1460		10,000	10,000	0	0	Pending
NJ42-1	KITCHEN CABINETS	1460		31,850	0	0	0	Pending
NJ42-1	KITCHEN CABINETS	1460		31,847	0	0	0	Pending
PHA-WIDE	RANGES/REFRIGERATORS	1465.1		5,000	8,000	4,228	4,228	Complete
PHA-WIDE	NON-DWELLING EQUIPMENT	1475		5,000	10,000	7,762	7,762	Complete
PHA-WIDE	COMPUTER UPGRADE	1408		0	25,000	22,778	22,778	Complete
NJ42-1	UPGRADE APT. ELECTRICAL	1460		0	30,697	0	0	Pending
				<b>164,697</b>	<b>164,697</b>	<b>84,586</b>	<b>71,698</b>	

**ATTACHMENT C, CONTINUED**

## Annual Statement/Performance and Evaluation Report FFY 2001

### Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

## Part III: Implementation Schedule

[illegible]

## **ATTACHMENT C FOR FY 2001**

ATTACHMENT C, CONTINUED

**Progress Report**  
**Part I: Summary**

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>					
<b>PHA Name: FRANKLIN HOUSING AUTHORITY</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: NJ39P04250101 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> <b>2001</b>
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 2) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/31/03 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	17,700	17,700	17,700	17,700
3	1408 Management Improvements Soft Costs	20,000	26,024	26,024	26,024
	Management Improvements Hard Costs				
4	1410 Administration	17,700	17,700	17,700	17,549
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	12,000	15,900	15,900	7,900
8	1440 Site Acquisition				
9	1450 Site Improvement	69,498	20,661	20,661	19,920
10	1460 Dwelling Structures	10,000	17,890	17,890	7,808
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	30,000	61,023	61,023	6,185
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>					
PHA Name: FRANKLIN HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: NJ39P04250101 Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2001</b>
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 2)					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/31/03 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	176,898	176,898	176,898	103,086
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance	0			
	Amount of line XX Related to Security --Soft Costs	0			
	Amount of Line XX related to Security-- Hard Costs	0			
	Amount of line XX Related to Energy Conservation Measures	0			
	Collateralization Expenses or Debt Service	0			

**ATTACHMENT C, CONTINUED**

**Annual Statement/Performance and Evaluation Report**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**

**Part II: Supporting Pages**

<b>PHA Name:</b> Franklin Housing Authority		<b>Grant Type and Number</b> Capital Fund Program #: NJ 39P04250101 Capital Fund Program Replacement Housing Factor #:				<b>Federal FY of Grant: 2001</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-WIDE	GENERAL OPERATIONS	1406		17,700	17,700	17,700	17,700	Complete
PHA-WIDE	MGMT IMPROVEMENTS: CONSTRUCTION MANAGER TRAINING	1408 1408		20,000 0	23,169 2,855	23,169 2,855	23,169 2,855	Complete Complete
PHA-WIDE	ADMINISTRATIVE COSTS	1410		17,700	17,700	17,700	17,549	Underway
PHA-WIDE	A/E	1430		12,000	3,500	3,500	0	Pending
PHA-WIDE	CONSULTING SERVICES	1430		0	12,400	12,400	7,900	Underway
PHA-WIDE	SITE IMPROVEMENTS	1450		10,000	0	0	0	Pending
PHA-WIDE	APT. REHAB (APPROX. 5 UNITS)	1460		10,000	17,890	17,890	7,808	Underway
NJ42-1	RAILINGS	1450		9,498	20,661	20,661	19,920	Underway
NJ42-1	STAIRS/PORCHES	1450		50,000	0	0	0	Pending
NJ42-1	ADDITION TO ADMIN BLDG/STORAGE SHED	1470		30,000	61,023	61,023	6,185	Pending

**ATTACHMENT C, CONTINUED**

## Annual Statement/Performance and Evaluation Report FFY 2001

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

## Part III: Implementation Schedule

[illegible]

## **ATTACHMENT C FOR FY 2000**



ATTACHMENT C, CONTINUED

**Progress Report**  
**Part I: Summary**

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>					
<b>PHA Name: FRANKLIN HOUSING AUTHORITY</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: NJ39P04250100 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> <b>2000</b>
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 3) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/31/03 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	14,000	14,000	14,000	14,000
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration	10,000	14,178	14,178	14,178
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	12,000	14,340	14,340	8,618
8	1440 Site Acquisition				
9	1450 Site Improvement	10,000	18,900	18,900	18,900
10	1460 Dwelling Structures	10,000	3,111	3,111	3,111
11	1465.1 Dwelling Equipment—Nonexpendable	10,000	16,377	16,377	16,377
12	1470 Nondwelling Structures	14,906	93,162	93,162	0
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve	93,162	0	0	0
16	1492 Moving to Work Demonstration				

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>					
PHA Name: FRANKLIN HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: NJ39P04250100 Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2000</b>
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 3)					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/31/03 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	174,068	174,068	174,068	75,184
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance	0			
	Amount of line XX Related to Security --Soft Costs	0			
	Amount of Line XX related to Security-- Hard Costs	0			
	Amount of line XX Related to Energy Conservation Measures	0			
	Collateralization Expenses or Debt Service	0			

**ATTACHMENT C, CONTINUED**

**Annual Statement/Performance and Evaluation Report**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**

**Part II: Supporting Pages**

<b>PHA Name:</b> Franklin Housing Authority		<b>Grant Type and Number</b> Capital Fund Program #: NJ 39P0425010 Capital Fund Program Replacement Housing Factor #:				<b>Federal FY of Grant: 2000</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA-WIDE	GENERAL OPERATIONS	1406		14,000	14,000	14,000	14,000	Complete
PHA-WIDE	ADMINISTRATIVE COSTS	1410		10,000	14,178	14,178	14,178	complete
PHA-WIDE	A/E	1430		12,000	12,000	12,000	6,278	Pending
PHA-WIDE	CONSULTING SERVICES	1430		0	2,340	2,340	2,340	Complete
PHA-WIDE	SITE IMPROVEMENTS	1450		10,000	18,900	18,900	18,900	Complete
PHA-WIDE	APT. REHAB (APPROX. 10 UNITS)	1460		10,000	3,111	3,111	3,111	Complete
PHA-WIDE	RANGES/REFRIGERATORS	1465.1		10,000	16,377	16,377	16,377	Complete
NJ42-1	COMMUNITY CENTER RENOV.	1470		14,906	0	0	0	Pending
NJ42-1	ADDITION TO ADMIN BLDG/STORAGE SHED	1470		0	93,162	93,162	0	Pending
NJ42-1	REPLACEMENT RESERVE	1490		93,162	0	0	0	Pending

**ATTACHMENT C, CONTINUED**

## Annual Statement/Performance and Evaluation Report FFY 2001

### Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

## Part III: Implementation Schedule

[illegible]

## **ATTACHMENT D: FY 2003 Capital Fund Program 5 Year Action Plan**

### **ATTACHMENT D**

### **Optional Table for 5-Year Action Plan for Capital Fund**

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

#### **ORIGINAL STATEMENT**

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
NJ 42-1	FRANKLIN HOUSING AUTHORITY	0	0
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
REPLACE KITCHEN CABINETS		73,697	2004
REPLACE KITCHEN CABINETS		18,909	2005
BASEBOARD RADIATOR COVERS		54,788	2005
SIDEWALKS		25,000	2006
STAIRWAYS INSIDE UNITS		25,000	2006
WOOD FLOORS		23,697	2006
LANDSCAPING		20,000	2007
AWNINGS/GUTTERS/WINDOWS		53,697	2007
<b>Total estimated cost over next 5 years</b>		<b>\$294,788</b>	

## ATTACHMENT D, CONTINUED

### Optional Table for 5-Year Action Plan for Capital Fund

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

#### ORIGINAL STATEMENT

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
NJ 42-1 AND NJ 42-2	PHA WIDE	0	0
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
ARCHITECTS & ENGINEERING		40,000	2004-2007
CONSTRUCTION COORDINATOR		60,000	2004-2007
COMMISSIONERS/STAFF TRAINING		20,000	2004-2007
ADMINISTRATIVE EXPENSES		60,000	2004-2007
CONSULTING COSTS		20,000	2004-2007
SITE IMPROVEMENTS		20,000	2004-2007
APARTMENT TURNOVER		40,000	2004-2007
RANGES/REFRIGERATORS		20,000	2004-2007
NON-DWELLING EQUIPMENT		20,000	2004-2007
OPERATIONS		64,000	2004-2007
Total estimated cost over next 5 years		364,000	

## ATTACHMENT D, CONTINUED

### Optional Table for 5-Year Action Plan for Capital Fund

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

ORIGINAL STATEMENT

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
	PHA-Wide	0	0	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
A/E Services			21,800	2004
A/E Services			21,800	2005
A/E Services			21,800	2006
Truck Purchase			40,000	2005
A/E Services			21,800	2007
Total estimated cost over next 5 years			127,200	

## **ATTACHMENT E: Resident Advisory Board Recommendations**

### Resident Comments:

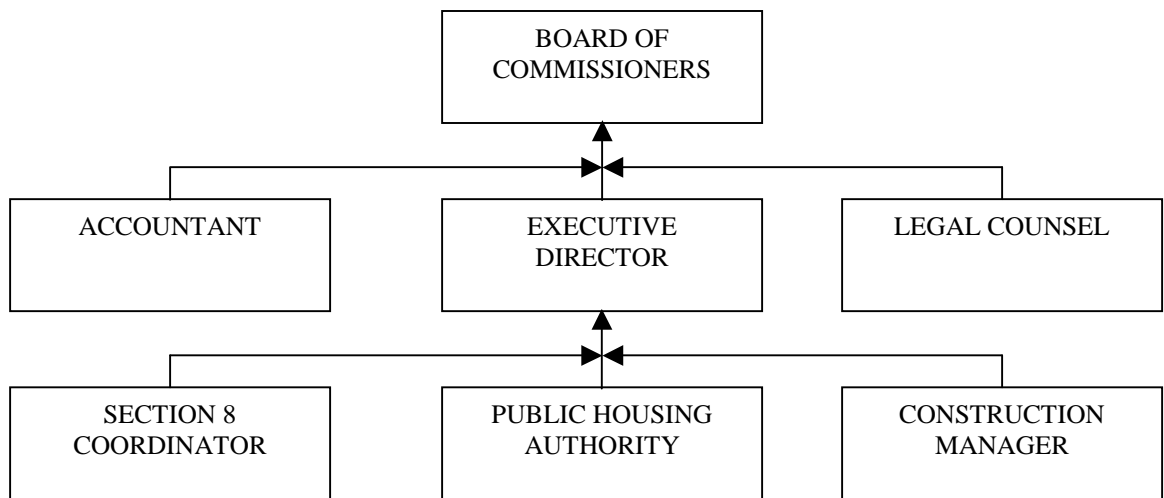
- ♦ Residents supported the Authority's proposed capital funding activities.

### Authority's Response:

- ♦ The resident concerns were incorporated into the Five-Year action plan for capital funding activities.



## **ATTACHMENT F: FTHA Organizational Chart**



## **ATTACHMENT G: Five Year Plan: Progress Statement**

The Franklin Housing Authority has made the following progress in meeting its stated goals as expressed in the previously submitted Agency Plan for FY 2002.

- ♦ The Authority has completed necessary improvements/renovations in accordance with its Five-Year Plan for Capital Fund spending.

## **ATTACHMENT H: Summary Of Policy And Program Changes**

The Franklin Housing Authority has made no major changes to the policies and programs referenced in its FY2002 Agency Plan with the following exceptions:

- ♦ Amended Procurement and Personnel Policies have been adapted.
- ♦ The Authority amended its Admissions and Continued Occupancy Policy (AKOP) for its Public Housing Program, as well as its Section 8 Administrative Plan in order to bring same into compliance with the latest HUD regulations regarding provision of support for families and dependents of military personnel who are called to active duty in the Persian Gulf Region.
- ♦ The Housing Authority has adopted and implemented a written policy to encourage participation in the Section 8 Program by owners of rental units outside areas of poverty and minority concentration. This policy clearly delineates areas of concentration; provides that Voucher holders shall be informed of the full range of areas where they may lease units both inside and outside of the Housing Authority's jurisdiction; and includes actions the Authority will take to encourage owners of properties outside such areas to participate in the Section 8 Program.
- ♦ The Housing Authority has amended its Section 8 Administrative Plan to reflect expanded lead-based paint requirements and detailed criteria for HQS inspections.
- ♦ The Housing Authority has amended its Section 8 Administrative Plan to incorporate the following statements:
  - The PHA will utilize the INS Systematic Alien Verification for Entitlements (SAVE) system for both primary and secondary verification for Citizenship and Eligible Immigration status.
  - The PHA will use the SWICA and TASS Up-Front Verification Techniques to facilitate computer-matching and for up-front verification purposes.
  - The PHA will utilize acceptable forms of verification and documentation for Social Security Numbers for all family members age 6 and older.
- ♦ The Housing Authority has amended its ACOP to incorporate the following statements:
  - The PHA will utilize the INS Systematic Alien Verification for Entitlements (SAVE) system for both primary and secondary verification for Citizenship and Eligible Immigration status.
  - The PHA will use the SWICA and TASS Up-Front Verification Techniques to facilitate computer-matching and for up-front verification purposes.
  - The PHA will utilize acceptable forms of verification and documentation for Social Security Numbers for all family members age 6 and older.
  - The PHA will conduct reexamination of incomes at least once every three years for all families paying a flat rent.
- ♦ The Housing Authority has amended its ACOP and Section 8 Administrative Plan to include the latest HUD policies regarding screening and selection of tenants, and eviction of tenants.

## **ATTACHMENT I: Membership Of Resident Advisory Board**

Ann Betts-Stanley  
16 Parkside Street  
Somerset, NJ 08873

Kendra Brown  
7 Parkside Street  
Somerset, NJ 08873

Bobbie-Jo Gunnell  
11 Parkside Street  
Somerset, NJ 08873

Billie-Jo Henderson  
20 Parkside Street  
Somerset, NJ 08873

Artis Miller  
158 Mark Street  
Somerset, NJ 08873

## **ATTACHMENT J: Resident Membership On The PHA Governing Board**

The Franklin Housing Authority is aware of the recently enacted HUD regulation requiring PHAs to include at least one resident on its governing board. The Authority has notified its Resident Advisory Board of the availability of a position on the governing board and has waited a reasonable time for a positive response; however, no resident has expressed interest in serving in said capacity.

The Authority is aware that this requirement process must be repeated on an annual basis.

## **ATTACHMENT K: Consistency With Consolidated Plan**

The Franklin Housing Authority's Agency Plan is consistent with Franklin Township's Consolidated Municipal Plan in that:

1. The Authority seeks to minimize public housing vacancies via effective maintenance and management policies.
2. The Authority seeks to renovate/modernize public housing sites.
3. The Authority seeks to address crime/safety issues in order to provide safer housing.

## **ATTACHMENT L: PHA Criteria For Amendments To Plan**

Pursuant to applicable HUD regulations, a PHA may change or modify its Annual and Five-Year Plans and the policies described therein. However, any “significant amendment or modification” to the Annual Plan and any “substantial deviations” from the Five-Year Plan would require that the PHA submit a revised Plan that has met full public process requirements, including Resident Advisory Board review.

The Franklin Housing Authority will consider the following to be “significant amendments or modifications”:

- Changes to rent or admissions policies or organization of the waiting list;
- Changes to Operations and Management Policies
- Changes to Grievance Procedures;
- Additions of non-emergency work items (items not included in the current Annual Statement or 5-year Action Plan) or change in use of replacement reserve funds under the Capital Fund
- Any change with regard to Demolition or Disposition, Designation, Homeownership programs or Conversion activities
- Any change with regard to inclusion of new programs

The Authority will consider the following to constitute a “substantial deviation” from the Five-Year Plan:

- Any modification to the PHA’s Mission Statement or any substantial modification to the PHA’s goals and/or objectives.

An exception to these definitions will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements; such changes will not be considered substantial deviations or significant amendments by the Authority.

## **ATTACHMENT M: Summary of Pet Policy**

In accordance with the new HUD regulations, implementing Section 31 of the U.S. Housing Act of 1937, the Franklin Township Housing Authority has adopted a formal Pet Policy permitting public housing residents in general occupancy developments to own pets. As expressed in the said Pet Policy, pet ownership is subject to the following “reasonable requirements”:

1. Limitations on the size of the pet and the number of pets permitted in a given unit.
2. Issuance of Pet Permit and payment of fee
3. Procurement of Insurance policy for liability and property damage
4. Registration of pet with municipality
5. Posting of security deposit for damage done by pet to apartment
6. Inspection of apartment, upon notice, to ensure compliance



## **ATTACHMENT N: Implementation of Public Housing Resident Community Service Requirement**

Pursuant to Section 12(c) of the U.S. Housing Act of 1937, each adult resident of public housing must participate in eight (8) hours of community service and/or economic self-sufficiency activities per month, unless they meet the criteria for an exemption. In response to the implementation of Section 12(c), the Franklin Township Housing Authority will take the following administrative steps: The Housing Authority's Admissions and Occupancy Policy shall include its full policy on community service requirement.

- A. The Housing Authority shall identify all adult family members who are apparently not exempt from the community service requirement. The Housing Authority shall notify in writing such family members of the community service requirement and of the categories of individuals who are exempt from the requirement.
- B. The Housing Authority will coordinate with social service agencies, local schools, and the appropriate Human Resources Officers in identifying a list of volunteer community service programs.

The Housing Authority will assign family members to a volunteer coordinator who will assist the family members in identifying appropriate volunteer positions and in meeting their responsibilities. The volunteer coordinator will track the family member's progress monthly and will meet with the family members as needed to best encourage compliance.

## **ATTACHMENT O: Public Housing Program Drug Elimination**

NOTE: Funding for PHDEP activities is no longer available to the Housing Authority. The Authority is actively seeking an alternate funding source(s) for its Drug Elimination activities.

## **Resident Survey Follow-Up Plan—Communication Section**

The following corrective actions are being taken to address problem areas identified by the aggregate results of our last annual Resident Service and Satisfaction Survey-Communication Section:

- The Housing Authority has redoubled and strengthened its efforts to be fully supportive of its Tenant Organization by actively involving such Organization in management decisions related to the planning, design, development and implementation of programs, projects, and policies which have a direct effect on the public housing community and its residents.
- The Housing Authority seeks to have its residents play a key role as active members of the Authority's work team involved in the day-to-day planning, design, development and implementation of said activities and policies. The views, perceptions, comments and other input of residents with regard to the nature and extent of resident-related needs and problems are sought out, assessed, analyzed and prioritized. Strategies are then developed for meeting the needs and resolving the problems in our public housing areas, and meeting the human resources needs of our residents.
- Residents are involved in the implementation of approved policies, programs, projects and activities, and will be encouraged on an ongoing basis to provide feedback on their perceptions regarding the achievements, successes and failures, if any, of implemented policies, programs, projects, and other activities. Their feedback is considered in designing needed changes and/or corrective actions. Residents are surveyed periodically to determine whether or not they feel that established goals and objectives are being met.

In addition to the above, the Housing Authority makes it a practice to meet with its Tenant Organization on a frequent basis in order to keep residents more fully informed on matters of concern to them, and to ensure the desired level of tenant participation in Housing Authority affairs.

## **Resident Survey Follow-Up Plan—Safety Section**

The following corrective action is being being taken to address problem areas identified by the aggregate results of our last Resident Services and Satisfaction Survey-Safety section:

The Housing Authority is in the process of implementing a comprehensive security and prevention based approach to attack crime in our Public Housing developments, and thereby improve the overall living environment within such areas.

We will utilize Community Policing Patrols to improve police response to resident calls and to further assure the safety of residents. In addition, we will institute crime awareness and prevention education programming on-site; and provide community space for resident educational, training, social, recreational activities and other Resident programs and activities.

The Community Policing Patrols are being provided by the Franklin Township Police Department on the peripheries of our public housing. This police presence serves as a major deterrent to criminal activity

In addition to said community police patrols, the Police Department continues to supply the Authority's residents with investigative services; undercover operations; response to calls for police services as a result of illegal activity, real or apparent; and provision of necessary assistance to the Authority in the enforcement of its "One Strike and You're Out Policy."

The goals of the Authority's crime prevention/education programming are as follows:

1. To make residents aware of drug prevention activities.
2. To increase resident's perception of personal safety.
3. To obtain resident input concerning the security needs of the community.
4. To encourage residents to report crime and disorder problems to the Housing Authority and Police Department.
5. To seek resident assistance in the enforcement of the Housing Authority's "One Strike and You're Out Policy."

## **Resident Survey Follow-Up Plan—Neighborhood Appearance Section**

The following corrective action has been implemented to address problem areas identified by the aggregate results of our last Resident Services and Satisfaction Survey Neighborhood Appearance Section:

### **Development of property Maintenance Performance Standards and Goals**

The Maintenance Department of the Housing Authority is responsible for managing the function in the most cost effective manner possible while maximizing the useful life of the Authority properties and providing the best service to the Authority residents.

Our Director of Maintenance has been assigned the task of establishing measures that will allow the effectiveness of maintenance systems and activities to be properly evaluated. In establishing these standards, the Authority takes into consideration certain factors:

1. Local housing codes
2. HUD Housing Quality Standards
3. Public Housing Assessment System (PHAS) standards
4. Housing Authority collective bargaining agreements
5. Housing Authority job descriptions

These standards and the goals established with regard to same are used to evaluate current operations and performance, and to develop strategies to improve performance and meet the standards that have been set.

### **Inspection Program**

The Housing Authority's goals of efficiency and cost-effectiveness are achieved through a carefully designed and rigorously implemented inspection program. This program call for the inspection of all areas of the Authority's facilities—the dwelling units, the grounds and building exteriors, and major service systems.

#### **A. Dwelling Unit Inspections**

- a. To assure that all dwelling units comply with standards set by HUD and local codes; and
- b. To assure that the staff of the Housing Authority knows at all times the condition of each unit for which it is responsible.

For all non-emergency inspections, the resident will be given at least two (2) days written notice of the inspection.

Our Housing Inspector will continue to perform the unit inspection program of the Authority in cooperation with Maintenance Department staff personnel. During each inspection, the maintenance staff performs specified preventive and routine maintenance tasks. Any other work items are converted to a work order within twenty-four hours of

the completion of the inspection. The maintenance staff endeavors to complete all inspection-generated work items within 30 days of the inspection.

The Housing Inspector and the staff are responsible for monitoring the condition of dwelling units. Whenever a maintenance staff member enters a dwelling unit for any purpose, such as completing a resident request for service or accompanying a contractor, he or she records on an inspection form any required work he or she sees while in the apartment. These work items are converted to a service request within twenty-four hours of delivery.

#### **B. Building and Ground Inspections**

Regular inspections of the grounds and building exteriors are required to maintain the curb appeal of the property. This curb appeal is required to maintain the attractiveness of the property for both current and prospective residents. Our inspection procedures specify the desired condition of the areas to be inspected.

Building and grounds inspections cover these areas:

1. Hallways
2. Stairwells
3. Community room and other common space such as kitchens or public restrooms
4. Laundry facilities
5. Lobbies
6. Common entries
7. Basements
8. Grounds
9. Porches or patios
10. Parking lots
11. Sidewalks and fences
12. Lawns, shrubs and trees
13. Trash compactors or collection areas, including checking for pick-up of large items for disposal (on an as-needed basis)
14. Building foundations
15. Graffiti (removal is required within twenty-four hours)

An inspection form has been developed for common area and building exteriors and grounds. The staff member responsible for the inspection notes all deficiencies on the form and ensures that these deficiencies are recorded on a work order within twenty-four hours of the inspections. The Housing Authority will complete all inspection-generated work items within thirty (30) days of the inspection.

Housing Authority staff members shall also report any needed work that they see in the regular course of their daily activities.

#### **C. Systems Inspection**

The regular inspection of all major systems is fundamental to a sound maintenance program. Our major systems inspection program overlaps with the preventive maintenance program in some areas. To the extent that inspections, in addition to those required for scheduled service intervals, are needed, they will be a part of the inspection schedule. Any work items identified during an inspection will be converted to a work order within twenty-four hours and are to be completed within thirty (30) days.

#### D. Landscaping and Grounds

The Housing Authority has developed a routine maintenance schedule for the maintenance of the landscaping and grounds of our properties that is designed to ensure their continuing attractiveness and marketability.

Routine grounds maintenance includes numerous activities:

1. Litter control
2. Lawn care
3. Maintenance of driveways, sidewalks and parking lots
4. Care of flower beds, shrubbery and trees
5. Maintenance of playgrounds, benches and fences
6. Snow removal (when required)

Our Director of Maintenance is responsible for implementation and supervision of our routine maintenance tasks under the Authority's maintenance plan that includes:

1. Clearly articulated standards of appearance for the grounds that acknowledges, but is not limited to, HUD and local code standards
2. A list of tasks that are required to maintain the standard and the frequency with which tasks must be performed
3. The equipment, materials, and supplies required to perform the tasks and a schedule of their procurement
4. A separate snow removal plan, including a schedule for preparing equipment for the season and the procurement of other necessary materials and supplies

#### E. Building Exteriors and Interior Common Areas

The appearance of the outside of the Authority buildings, as well as their common areas, is important to their marketability. Therefore, the Housing Authority has established a routine maintenance schedule to insure that they are always maintained in good condition. The components to be maintained include:

1. Lobbies
2. Hallways and stairwells
3. Public restrooms
4. Lighting fixtures

5. Common rooms and community spaces
6. Exterior porches and railings
7. Building walls
8. Windows

Our Director of Maintenance has developed a routine maintenance schedule for building exteriors and interior common areas. The schedule is based on the following:

1. A clearly articulated standard of appearance for the building
2. A list of tasks required to maintain that standard
3. The frequency with which the tasks must be performed
4. A list of materials, equipment and supplies required to perform the tasks

#### **F. Interior Painting**

The appearance and condition of the paint request: These standards include the period of time that has elapsed since the last time the unit was painted. Alternatives for performance of work are included, including the conditions under which a resident will be allowed to paint his or her own unit.

#### **Contracting for Services**

The Housing Authority will continue to contract for maintenance services when it is in the best interests of the Authority to do so. When the employees of the Authority have the time and skills to perform the work at hand, they will be the first choice to perform a given task. When the employees of the Authority have the skills to do the work required, but there is more work than there is time available to complete it, the Housing Authority will determine whether it is more cost effective to use a contractor to complete the work. If the Authority staff does not have the skills to complete the work, a contractor will be chosen. In the last instance, the Authority will decide whether it will be cost effective to train a staff member to complete the work.

Once the decision has been made to hire a contractor, the process set out in the Housing Authority Procurement Policy will be used. Our Director of Maintenance will work with the Procurement Department to facilitate the contract award. The Director will be responsible for the contributions of the Maintenance Department to this process. The most important aspect of the bid documents will be the specifications or statement of work. The clearer the specifications, the easier it will be for the Authority to get the work product it requires.

#### **Preparation of Vacant Units for Reoccupancy**

It is the policy of the Housing Authority to reoccupy vacant units as soon as possible. The policy allows the Authority to maximize the income produced by its properties and operate attractive and safe properties.



The maintenance procedure for reoccupying vacant units relies on the prompt notification by management of the vacancy, fast and accurate inspection of the unit, ready availability of workers and materials, and good communication with those responsible for leasing the unit.

Our Director of Maintenance has been assigned the task of developing and implementing a system that ensures an average turn-around time of seven (7) calendar days. He has been directed to develop and implement a system that can perform the following tasks:

1. Forecast unit preparation needs based on prior years' experience;
2. Estimate both the number of units to be prepared and the number of hours it will take to prepare them; and
3. Control work assignments to ensure prompt completion.

Our Director of Maintenance has been given the authority to create special teams for vacancy turnaround or to hire contractors when required to maintain Authority goals.

Our Director of Maintenance is responsible for maintaining a monthly register of vacancies to help trace each unit that becomes vacant and to provide milestone data about occupancy, cost and maintenance requirements. The key maintenance milestones include the date tenants move out, the date the Maintenance Department is notified of the vacancy, the date the unit is inspected, the date maintenance work is commenced on the unit, and the date a new lease is signed for the unit. A review of the ledger lets the Executive Director and Housing Manager know at a glance whether excessive vacancy losses reflect a maintenance problem or an administrative problem. The ledger serves as a convenient reference document for obtaining information on the number of units being worked on, the status of such work, and the turnaround time required for all units completed that month.

### **Pest Control Examination**

The Housing Authority recognizes the importance of pest and vermin control in providing a living environment of adequate health and safety for its residents. To achieve this control, the Authority has adopted the following pest control policy that is being implemented by our Director of Maintenance.

The Housing Authority is making every effort to provide a healthy and pest-free environment for its residents. The Authority determines which pests, if any, infest its properties and then provides the best possible treatment for the eradication of those pests.

Our Director of Maintenance determines the most cost-effective way of delivering the treatments whether by contractor or licensed Authority personnel.

The extermination plan begins with an analysis of the current condition at each property. Our Director of Maintenance ensures that an adequate schedule for treatment is

developed to address any existing infestation. Special attention is paid to cockroaches. The schedule includes frequency and locations of treatment.

Resident cooperation with the exterminating plan is essential. All apartments in a building must be treated for the plan to be effective. Residents are given information about the extermination program at the time of move-in. All residents are informed at least one week in advance and again twenty-four hours before treatment. The notification is given in writing and includes instructions that describe how to prepare the unit for treatment. If necessary, the instructions are bilingual.

### **Housekeeping Standard House Rules**

In our effort to improve the livability and conditions of Housing Authority property, we have established the following uniform standards for resident maintenance:

#### **Standard for Unit Housekeeping:**

##### **A. General**

1. Walls: should be clean and free of dirt, grease, holes, cobwebs, and fingerprints
2. Floors: should be clean, clear, and free of hazards
3. Ceilings: should be clean and free of cobwebs
4. Windows: should be clean and not nailed shut; shades should be intact
5. Woodwork: should be clean and free of dust, gouges, and scratches
6. Doors: should be clean and free of grease and fingerprints; doorstops should be present; locks should be operational
7. Heating Unit: should be dusted and access uncluttered
8. Trash: should be disposed of properly and not left in the dwelling unit
9. Entire dwelling units should be free of rodent and insect infestation

##### **B. Kitchen**

1. Stove: should be clean and free of food and grease
2. Refrigerator: should be clean; freezer door should close properly and freezer should have no more than one inch of ice
3. Cabinets: should be clean and neat; cabinet surfaces and countertops should be free of grease and spilled food
4. Exhaust Fan: should be free of grease and dust
5. Sink: should be clean and free of grease and garbage; dirty dishes should be washed and put away in a timely manner
6. Food Storage Areas: should be neat and clean, without spilled food
7. Trash: should be stored in covered container until removed to the disposal area

##### **C. Bathroom**

1. Toilet and Tank: should be clean and odor-free
2. Tub and Shower: should be clean and free of excessive mildew and mold; where applicable, shower curtains should be in place and of adequate length
3. Lavatory: should be clean

4. Floor: should be clean and dry

**B. Storage**

1. Linen Closet: should be neat and clean
2. Other Closets: should be neat and clean; no highly flammable materials should be stored in dwelling unit
3. Other Storage Areas: should be clean, neat and free of hazards

**Standard for Building and Grounds Maintenance**

**A. The following standards apply only when are noted is for the exclusive use of residents:**

1. Yards: should be free of debris, trash, and abandoned cars; exterior walls should be free of graffiti
2. Porches (front and rear): should be clean and free of hazards; any items stored on the porch shall not impede access to the dwelling unit
3. Steps (front and rear): should be clean and free of hazards
4. Sidewalks: should be clean and free of hazards
5. Storm Doors: should be clean, with glass and screens intact
6. Parking Lot: should be free of abandoned cars; there should be no car repairs in the lots
7. Hallways: should be clean and free of hazards
8. Stairwells: should be clean and uncluttered
9. Laundry Areas: should be clean and neat; lint from dryers should be removed after use
10. Utility Room: should be free of debris, motor vehicle parts, and flammable materials

## **MEMORANDUM**

### **RE: FRANKLIN TOWNSHIP HOUSING AUTHORITY**

The Franklin Housing Authority has prepared its Agency Plan in compliance with section 511 of the Quality Housing and Work Responsibility Act of 1998 and ensuing HUD requirements. In accordance with said requirements, the Authority conducted a public hearing in order to invite public discussion on the Agency Plan. The public hearing was held at 7:00 p.m. on September 25, 2003 at 1 Parkside Street, Somerset, NJ. Proper notice was given via publication in *The Home News Tribune* on August 5, 6, 7, 2003, at least 45 days prior to the public hearing.